



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Purchase of Photocopier for the Finance Department (\$8,496.09)

**MEETING DATE:** April 19, 1995

**SUBMITTED BY:** Finance Director

**RECOMMENDED ACTION:** That the City Council adopt the attached resolution authorizing the use of results of the January, 1995 bid for the photocopier for Hutchins Street Square to purchase a similar copier for the Finance Department from the low bidder in January, Business Office Systems of Stockton, in the amount of \$8,496.09.

**BACKGROUND INFORMATION:** On December 21, 1994, the City Council approved the specifications and authorized the advertisement for bids for the Community Center's copier. On January 12, 1995, bids were opened and read. Results of that bid are shown below.

<u>Supplier</u>	<u>Purchase Price</u>	<u>Estimated 5-Year Cost of Ownership</u>
Business Office Systems, Stockton	\$ 8,496.09	\$14,056.00
Lucas Business Systems, Stockton	\$ 9,449.68	\$15,572.00
Taylor Made Office Systems, Stockton	\$ 9,368.86	\$16,658.00
Pitney Bowes Copier Division, Sacramento	\$ 11,512.01	\$18,552.00
Standard Office Systems, Stockton	\$ 12,897.67	\$19,748.00
Xerox Corporation, Stockton	\$ 15,747.66	\$25,880.00

(The estimated cost of ownership includes purchase price plus estimated cost of supplies and maintenance over a 5-year period).

On February 1, 1995, the City Council awarded that bid to the company whose proposed machine offered the lowest purchase price and lowest estimated five-year cost of ownership, Business Office Systems of Stockton, bidding the Minolta EP5420 copier. It is recommended, therefore, that to avert duplication of paperwork and staff time on new bid efforts, the City use the results of the earlier bid for the purchase of this budgeted copier for the Finance Department.

**FUNDING:** 1994/95 Budget Account: 12.0-013.09  
Amount Budgeted: \$8,500.00

  
H. D. Flynn, Finance Director

Prepared by Joel Harris, Purchasing Officer

APPROVED: \_\_\_\_\_



THOMAS A. PETERSON  
City Manager

RESOLUTION NO. 95-50

A RESOLUTION OF THE LODI CITY COUNCIL  
AUTHORIZING THE PURCHASE OF PHOTOCOPIER FOR THE FINANCE  
DEPARTMENT USING THE RESULTS OF THE JANUARY, 1995 PHOTOCOPIER BID FOR  
HUTCHINS STREET SQUARE

WHEREAS, Lodi Municipal Code, Section 3.20.070, authorizes dispensing with bids for purchases of supplies, services or equipment when it is in the best interests of the City to do so; and

WHEREAS, in January, 1995 bids were received for the purchase of a photocopier for Hutchins Street Square; and

WHEREAS, the Finance Department has need for a similar copier; and

WHEREAS, it has been determined that it is in the best interests of the City at this time to purchase another Minolta EP5420 copier using the January, 1995 bid results to avert duplication of paperwork and staff time on new bid efforts.

WHEREAS, five bids were received in January, 1995 as follows:

<u>Supplier</u>	<u>Purchase Price</u>	<u>Estimated 5-Year Cost of Ownership</u>
Business Office Systems, Stockton	\$ 8,496.09	\$ 14,056.00
Lucas Business Systems, Stockton	\$ 9,449.68	\$ 15,572.00
Taylor Made Office Systems, Stockton	\$ 9,368.86	\$ 16,658.00
Pitney Bowes Copier Division, Sacramento	\$ 11,512.01	\$ 18,552.00
Standard Office Systems, Stockton	\$ 12,897.67	\$ 19,748.00
Xerox Corporation, Stockton	\$ 15,747.66	\$ 25,880.00

NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council hereby approves the purchase of one Minolta EP5420 photocopier for the Finance Department from the low bidder in January, 1995, Business Office Systems of Stockton, California, in the amount of \$8,496.09.

Dated: April 19, 1995

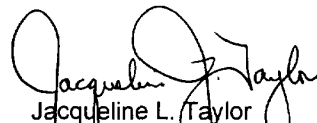
I hereby certify that Resolution No. 95-50 was passed and adopted by the Lodi City Council in a regular meeting held April 19, 1995 by the following vote:

Ayes: Council Members - Davenport, Pennino, Sieglock, Warner and Mann (Mayor)

Noes: Council Members - None

Absent: Council Members - None

Abstain: Council Members - None

  
Jacqueline L. Taylor  
Acting City Clerk